

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING AGENDA

Monday, November 28th, 2022 at 6:30PM

By Zoom

<https://us02web.zoom.us/j/87523004579?pwd=U1JwQ2dYU1FnaXdWSmZ6dEd5cU1ZUT09>

Meeting ID: 875 2300 4579

Passcode: books

1. Call to order
2. Public Comment Period: Please limit comments to two minutes

REGULAR BUSINESS *(Please read all handouts prior to meeting. Meeting time will be for edits and questions only.)*

3. Approval of minutes from 10/24/22
4. Director's update—See attached report
5. Children's Department update: See attached programming report
6. Update from: Special Services
7. Update from: Building Committee
8. Update from: Personnel Committee
9. Corresponding Secretary's report
10. Update from: Friends of the Library

DISCUSSION TOPICS

11. 2023 action plan review and approval
12. Discussion up and approval of state aid funds for soft seating, a wood computer table, and end tables for the Carnegie reading room.
13. Items not anticipated within 48 hours of meeting. Votes may be taken
14. Next meeting date, agenda suggestions
15. Adjourn

Director's Report: November 2022

1. Mini splits were installed at Millers. An on-demand hot-water heater was added to the sink there, so that building will no longer use oil to heat water. The oil heat will continue to be available as back-up.
2. I've also submitted two capital requests; one of which requests the use of ARPA funds to complete a feasibility study of the Carnegie Library and available town-owned lots in downtown Turners Falls and one regular CIC request to replace and/or repair storm windows at the Montague Center and Millers Falls branches. Tricia and I will meet with the CIC on December 7th.
3. MCSM's monthly grocery program started on 11/17. We have 6 families signed up for this month, 7 for next month, and room for three more. The program will run through April. Last week, I applied for grant funds from the Association of Small and Rural Libraries to keep the program running for another additional 5 months. Here's a more complete description from the application:

This proposal seeks to expand Montague Catholic Social Ministries' CDBG-funded pilot, which runs through April 2023, for an additional five months. By expanding this pilot through September 2023, we can ensure that the families benefitting from the program will not lose access to needed food at a time when food and energy costs are very high and the projected recession is setting in.

Should this program succeed, as we anticipate that it will, the next step would be for the food pantry to become an official site supported by the Food Bank of Western Massachusetts. Achieving this status would require recruiting and training volunteers, food bank registration using the Friends of the Libraries' 501C3 status, the implementation of a regular schedule of picking up and dropping off produce and foods that require refrigeration from two counties away, and a protocol for how we distribute food. While it is anticipated that this is the direction the Millers food pantry will go, the process of setting everything up will not happen overnight.

By funding our original pilot for five months, ASRL will ensure that MCSM and the libraries can continue to provide healthful foods to the Millers Falls community, have time to gather sufficient data to support ongoing food pantry efforts, and successfully implement a permanent solution to the food insecurity currently being experienced in Millers Falls.

Finally, in an effort to further bolster health and nutrition literacy and to sign up those who are eligible for SNAP/HIIP benefits, this grant will also support health and resource education programming. Three healthy, no-cook, nutrition classes/demonstrations will be held at the Millers Branch Library over the course of the grant period.

4. The libraries' strategic plan has officially been approved by the Massachusetts Board of Library Commissioners. Also, I've learned that the Montague Libraries will be eligible for the next round of LSTA funding so long as we submit our action plan before the end of the month. An insert highlighting our main priorities was sent out in the Montague Reporter to all subscribing households and I briefly provided an overview of the plan to the selectboard on 11/21.
5. Meghan Doyle's last day was Wednesday, 11/9. After submitting the position internally, as required, I posted the children's programming assistant position publicly on 11/17. The job posting will close on 12/20. We've received one application so far.
6. I've just registered for an additional 375 seed packs for next year's seed library.
7. With the Carnegie basement project likely going out to bid in January, I've let the staff know that we'll spend a good portion of December and January moving items housed in the basement to the upstairs. I've decided not to run any adult programs at the Carnegie during those two months, which are typically slow months for programming anyhow. Staff member, Judi Ketchum, is going to work extra hours, starting 11/29, and will go through all the filing cabinets, get rid of items that we no longer need, and organize records that must be kept into banker's boxes.

November Program Statistics:

Dates	Program Title	Program Location	Attendees	Intended Audience
WEEK 1				
2-Nov	Story Time	Live In-Person On-Site (TF)	8	ages 0-5
3-Nov	Playgroup	Live In-Person On-Site (TF)	4	ages 0-5
	Using Periodicals in Your Genealogical Research			
3-Nov		Live Virtual (Zoom)	7	Adult
WEEK 2				
9-Nov	Story Time	Live In-Person On-Site (TF)	10	ages 0-5
10-Nov	Playgroup	Live In-Person On-Site (TF)	4	ages 0-5
WEEK 3				
Week of		Live In-Person On-Site (All 3)		
14-Nov	Grab & Go Science			ages 6-11
16-Nov	Story Time	Live In-Person On-Site (TF)	8	ages 0-5
16-Nov	Author Series	Live In-Person On-Site (MC)	25?	Adult
17-Nov	Playgroup	Live In-Person On-Site (TF)	2	ages 0-5
	Intro to Genealogy - Ancestry Library Ed. & FamilySearch.org			
17-Nov		Live Virtual (Zoom)	7	Adult General Audience
19-Nov	Fairy Houses	Live In-Person On-Site (TF)		
WEEK 4				
WEEK 5				
30-Nov	Story Time	Live In-Person On-Site (TF)		ages 0-5

Montague Public Libraries, Montague	
Caitlin Kelley, librarydirector@montague-ma.gov	2023

Goal: Provide services and programming that serve community interests and needs.

Objectives	Actions	Timeframe for Activity	By Whom
Collaborate with local service providers, non-profit institutions, and town departments to provide relevant and responsive programming to residents of all ages, interests, and backgrounds	Participate on committee for Turners Falls Smithsonian Crossroads exhibition, helping to design and facilitate programs	Ongoing thru March 2023	Director
Seek new connections for outreach and partnership opportunities	Proactively identify new organizations and institutions with which to collaborate	Ongoing	Director, childrens librarian, branch librarians
Provide consistent and convenient hours of operation	Advocate for new schedule at the Carnegie library, so that the library will be open 10-7 Mon thru Wed and 10-5 Thur thru Sat.	Starting Jan. 2023	Director, library trustees
Offer library programming and library experiences outside of library spaces			

Goal: Support technology access and technology literacy.

Objectives	Actions	Timeframe for Activity	By Whom
Provide access to up-to-date and relevant technology for the public	Create technology plan in collaboration with town IT consultants to ensure that library technology is regularly updated	Spring 2023	Director
Offer guidance for public use of library technology			

Goal: Provide the Montague Communities with library spaces that support resident needs.

Objectives	Actions	Timeframe for Activity	By Whom
Reconfigure public spaces for patron enjoyment and accessibility	Re-configure Carnegie Reading Room per MBLC consultant recommendations: remove dated computer station furniture and magazine rack, change table set-up, purchase ADA compliant table, and purchase comfortable, aesthetically compatible soft-seating.	Winter/spring 2023	Director
Promote patron use of library grounds	Better support outdoor programming and enjoyment of Carnegie outdoor space. Install a shed to be used for storing programming furniture and materials. Purchase chairs and tables that can be used during outdoor programming but also configured for regular warm-weather use.	Starting spring 2023	Director, childrens librarian, DPW
Consider the construction of a new main branch to better meet the community's needs	Allocate funding for and carry out feasibility study MPL's main library, identifying options for a Carnegie addition and review sites for a new building. Study and solicit feedback on residents' library space needs and interests.	Starting winter 2023	Director
Ensure good stewardship of library buildings	Pursue capital improvement funding for storm windows and window re-glazing at the Montague Center and Millers Falls Branch Libraries	Starting winter 2023	Director
Explore the library space needs of a changing, vibrant community			

Goal: Effectively communicate with the public.

Objectives	Actions	Timeframe for Activity	By Whom
Provide multi-point access to information about library programming, services, materials, and facilities updates	Create protocol for program promotion	Ongoing, to be completed by winter 2023	Director, childrens librarian, programming assistant
Promote a clear and consistent organizational identity for the Montague Public Libraries	Review policies and create new policies as needed	Start spring 2023	Director, library trustees
Develop staff support for library communication to the public	Re-define duties of programming assistant position, potentially adding hours	Start fall 2022	Director, childrens librarian, library trustees
Increase community engagement with and knowledge of the library	Develop and distribute monthly newsletter electronically and in print	Start fall 2022	Director, childrens librarian, programming assistant

Goal: Support the preservation of and facilitate public access to the libraries' local history collection.

Objectives	Actions	Timeframe for Activity	By Whom
Properly store and preserve local history materials	Finish organization of materials into archival quality boxes and folders	Ongoing	Archivist
Ensure accessibility and findability of local history materials to the public	Develop finding aid for materials	Ongoing	Archivist
Build relationships with local history stakeholders to promote cultural heritage of Montague to the community			

Goal: Provide an enriching work environment for library staff, supporting growth and interests.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Develop and support regular staff training opportunities	Advocate for better wages and more full-time and/or benefitted positions for staff during 2023 wage review	TBD	Director
	Develop annual budget for state aid funds, including for staff attendance of trainings and conferences	Spring 2023	Director
Establish staff supervision protocols	Regularly solicit feedback on staff tasks and assignments. Cull unnecessary tasks and streamline as possible in order to allow staff to work efficiently and provide them with more time to work on projects that will support the public.	Spring 2023	Director
	Develop and implement schedule for staff review and check-ins	Spring 2023	Director

Goal: Provide the Montague communities with diverse, up-to-date, and relevant collections.

Objectives	Actions	Timeframe for Activity	By Whom
Collect and respond to data and patron feedback regarding the use of the libraries' collections	Perform circulation audit of all three libraries to ensure that current purchasing practices reflect the needs and interests of patrons at each location.	Begin winter 2023	Director, tech services librarian, library assistant
	Streamline circulation data collection	Begin winter 2023	Director, library assistant
Provide patrons with collections that inform and delight in a variety of formats	Perform circulation audit of e-content including e-books, e-audiobooks, streaming services, and databases and add more resources where they are needed or desired	Begin winter 2023	Director, tech services librarian, library assistant
Think outside the boundaries of traditional collections to provide patrons with inspiring experiences			



Town of Montague
Department, Board, Committee, Commission
BUDGET NARRATIVE

FY 24

Complete this form electronically! Be clear and concise!

Department: Libraries Submitted by: Caitlin Kelley

1. Please describe and provide the rationale for any notable changes in your FY24 budget request.

Over the course of the Montague Public Libraries strategic planning process, the public expressed over and over that the Carnegie Library's open hours are overly complicated and insufficient to meet the needs of the community. The Libraries' FY24 budget responds to that feedback by increasing and simplifying the Carnegie's open hours. This budget seeks to make more transparent the number of substitute hours used for staff coverage, pulls the Library of Things materials from the media line, and reflects the increase in fuel costs. The increase in costs overall is 6.1% over FY23.

- A. The most notable change is an increase in part-time wages to reflect additional open hours at the Carnegie Library. The library is currently open: Monday and Tuesday 1:00-8:00, Wednesday 10:00-8:00, Thursday and Friday 1:00-5:00, and Saturday 10:00-2:00. This budget aims to expand and simplify the schedule to: Monday thru Wednesday 10:00 to 7:00, Thursday thru Saturday 10:00 to 5:00. The library will be open twelve extra hours per week, but require only 14.5 additional hours of staff coverage. The increase would add a 13 hour per week part-time position and create a 6-hour position for Saturdays covered by staff rotation. The additional Saturday hours will allow for more weekend children's programming, which was also requested through the libraries' survey.
- B. Next, this budget separates wages for substitute librarians from the part-time wages line. In previous years the budget reflected a part-time staff member's regular wage, plus 20 to 50 additional hours. Those hours generally paid for substitute coverage of that staff member's sick or vacation hours as well as occasional extra work hours. This method failed to account for the amount of substitute coverage needed last year and isn't very transparent.

Based on feedback from other library directors, this budget calculates the number of substitute hours needed by using the following formula: vacation time + personal time + 1/2 sick time multiplied by the percentage of hours that each employee spend on-desk. It may be that this method over-calculates sick time. If such is the case, we'll return the funds at the end of the year. That said, with COVID, RSV, and the flu circulating through the public, assuming that staff will use a portion of the sick time allotted them through their union contract seems prudent.

- C. A small change is the creation of a line for items purchased for each branch's Library of Things. I had previously used the media line for those expenditures, but wanted to keep better track of how much is spent on different types of materials. With a comparable decrease in the media line, there is no increase in cost.
- D. Finally, an increase of 25% for fuel costs was added for FY23 and is reflected in the FY24 budget as well.

- 2. To this point in FY23, have you enhanced or expanded the programs and services you provide, or implemented new tools or technology that you'd like the Finance Committee and Selectboard to know about? Please describe.**

Starting in July, all three libraries acted as cooling centers on days that approached or reached 90 degrees. All three locations provided bottled water and air conditioning.

In September, Angela and I released the libraries' first monthly newsletter, which highlights all the programs coming up over the course of the month as well as information about new services and library happenings. This newsletter is distributed online, through social media and the libraries' website, and in print, through the schools and all three library locations.

275 people attended programs in the canal series, monthly art receptions and author events at Montague Center reliably garner 25-35 participants each, and children's grab and go STEAM kits continue to be super-popular at all three libraries.

In October, the food pantry at the Millers Falls Branch was expanded. The branch librarian at Millers and I are collaborating with Montague Catholic Social Ministries to provide a bag of fresh groceries each to 10 Millers families each month November thru April. This service is grant-funded for 6 months and there are opportunities for additional funding and expansion, should this first pilot be a success.

The Libraries' new strategic plan was submitted in November and the action plan will be finalized before the end of November.

- 3. Are there presently challenges to your department's ability to meet its goals and requirements due to its FY23 operating budget? If so, offer any your recommendations you may have for improving the situation in FY24.**

Our budget is not presently facing any challenges.

- 4. Did you receive funding for any special articles in FY22 or FY23? Please list them and share the current status of those expenditures/projects.**

The Libraries received funding for masonry repair at the Montague Center Branch and a renovation of the basement of the Carnegie Library. Both projects are waiting for biddable specs to be completed, but will be put out to bid as soon as possible.